DOCUMENT RESUME

ED 187 404 JC 800 354

TITLE Information on the Board of Governors and Chancellor's Office.
INSTITUTION California Community Colleges, Sacramento. Office of the Chancellor.
PUB DATE May 80
NOTE 16p.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Administrative Organization; *Board of Education Role; College Administration; *Community Colleges; Educational Objectives; Educational Policy; Financial Policy; Governance; *Policy Formation; *State Boards of Education; State School District Relationship; Two Year Colleges
IDENTIFIERS California Community Colleges

ABSTRACT

General information is provided concerning the responsibilities of the Board of Governors and the Chancellor's Office of the California Community Colleges. The role of the Board is examined first in terms of its responsibility to coordinate regional and statewide development of community college programs and facilities, advise local districts on educational finance, and establish minimum standards for instructional, employment, and budgetary policies. A statement of philosophy for the Board, outlining its commitment to the retention of local district autonomy, precedes a statement of the Board's goals in the areas of equal opportunity, academic freedom, effective use of human and physical resources, distribution of state funds, accreditation, accountability, planning, and the effective articulation of state policies to local districts. The report then considers the administrative organization of the Chancellor's Office and briefly describes the staffing and responsibilities of its 14 units: Executive Office, Legal Office, Legislative and Public Affairs, Analytical Studies, Vocational Education, Facilities Planning, Affirmative Action, Innovative Programs, Program Evaluation, Administrative Services, College Services, Specially Funded Programs, Fiscal Affairs, and Budgeting and Accounting. A bibliography of publications issued by the Chancellor's Office is provided. (JP)

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CALIFORNIA
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ED187404

INFORMATION ON THE BOARD OF GOVERNORS AND CHANCELLOR'S OFFICE

MAY 1980

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BOARD OF GOVERNORS
CALIFORNIA COMMUNITY COLLEGES

The Board of Governors of the California Community Colleges is comprised of 15 members, 14 appointed by the Governor of California to four-year terms and a student member appointed to a one-year term. The Board's operating arm is the Chancellor's Office, with executive, professional and clerical staff. In addition to the Sacramento headquarters, there are small regional offices in San Jose and Los Angeles.

The principal role of the Board of Governors is to provide leadership, coordination and direction to California's network of 107 public community colleges, operating in 70 community college districts with their own local governing boards. Consistent with the principle of local control, the statewide Board of Governors and the Chancellor's Office seek to maintain and continue the highest possible standards and educational opportunities while at the same time educating more Californians than any other segment of higher education, public or private, in the state.

Within this policy, then, the Board of Governors oversees an operation that coordinates and fosters interdistrict, regional and statewide development of community college programs and facilities; reviews and approves academic master plans and master plans for district facilities; maintains a systemwide information base; reviews and approves educational programs and individual courses not part of a program; facilitates articulation with other segments; serves as the fiscal agent for apportionment of state funds; represents California Community Colleges before state and federal governmental agencies and legislative bodies; and administers state and federal programs under Board responsibility.

The Board of Governors also plans and advises local districts on community college finance; establishes minimum standards on graduation requirements, probation, dismissal or readmission; establishes minimum standards for employing academic and administrative staff; issues community college credentials; conducts necessary statewide research on community college problems; provides information services for uniform reporting and data analysis used in planning and coordination; and establishes a statewide system of budgeting and accounting for districts.

In addition, the Board of Governors sets up space and utilization standards for facility planning to determine eligibility for state construction funds; sets recommended procedures for campus site selection; establishes criteria and standards for classes and procedures governing interdistrict attendance agreements; conducts studies as requested by the Legislature; and oversees other duties as required.

The specific functions of the Board of Governors, which have been summarized above, are contained in more than 500 statutory provisions, most of which can be found in the Education Code. Most provisions related to community colleges are located in Sections 71000-88262 of the Education Code.

Numerous statutes require or authorize the Board of Governors to adopt rules and regulations to implement or otherwise administer various functions and responsibilities. These regulations have been adopted in Title 5, Part VI of the California Administrative Code, commencing with Section 50000. Some 750 provisions have to date been adopted by the Board, covering such subjects as community college minimum standards, credentials, employees, students, curriculum and instruction, special programs, construction, continuing education, and community college administration.

BOARD OF GOVERNORS

STATEMENT OF PHILOSOPHY

Philosophy

The community colleges of California are locally governed postsecondary educational institutions dedicated to the principle that society will benefit when all persons within it have the opportunity for life-long learning. To that end, the California Community Colleges are committed to providing career development, skills improvement and job retraining along with a full range of academic courses to broaden cultural, ethical, social and self-awareness. In addition, community college districts may introduce and provide for avocational, civic and recreational pursuits, some of which will not be funded from state resources but from local resources and/or fees. What is known is made available to students, and they are encouraged to apply that knowledge to a deeper understanding of self to enhance the quality of relationships with others.

Based on this philosophy, community college districts offer a wide variety of quality educational services in local college, off-campus centers and outreach programs. Each college is an accredited degree and certificate-granting institution, providing a comprehensive set of services, including (a) general or liberal education, (b) guidance in selecting careers and the education appropriate for these careers or other lifelong objectives, (c) supportive services for the development and well-being of students, and (d) a wide variety of intellectual and cultural programs for individuals in the community.

The Board of Governors of the California Community Colleges provides statewide leadership and direction for local districts and colleges to assure their continued development as an integral element in the structure of postsecondary education in California. This leadership is accomplished by articulating the plans and needs of districts and colleges to assure their continued development as an integral element in the structure of postsecondary education in California. This leadership is accomplished by articulating the plans and needs of districts to regional, state, and federal agencies and through planning, coordination and administration of statewide policy, while maintaining and continuing to the maximum degree permissible local autonomy and control in the administration of the community colleges.

BOARD OF GOVERNORS

STATEMENT OF GOALS

Goals

In keeping with this philosophy, the Board of Governors endorses and encourages achievement of the following statewide goals for California Community Colleges.

- Equal opportunity for access to quality community college education for all eligible individuals in California irrespective of age, sex, race or ancestry; economic, cultural or physical condition; previous educational experience; or geographic location.

- Preservation of academic freedom to maintain the integrity of instruction by thorough exploration of all ideas related to the topic under discussion.

- Fostering of staff excellence.

- Effective use of human and physical resources.

- Extensive use of community resources to augment the traditional campus or college center, expanding off-campus outreach instructional facilities to meet the varying needs, interests and capacities of individuals.

- Diversity of programs, instructional methods, and services to meet the needs of society and the preferences of individuals for education as needs and preferences exist and change throughout California.

- Effective and equitable distribution of state funds among districts.

- Responsible evaluation through accreditation, self-appraisal, and other appropriate and locally determined measures of accountability.

- Policies that will encourage innovative and creative developments, based on anticipation of the future, in the provision of college services and use of community resources.

- Effective cooperation and planning among all educational institutions and other organizations to secure accessible education for all in an efficient manner.

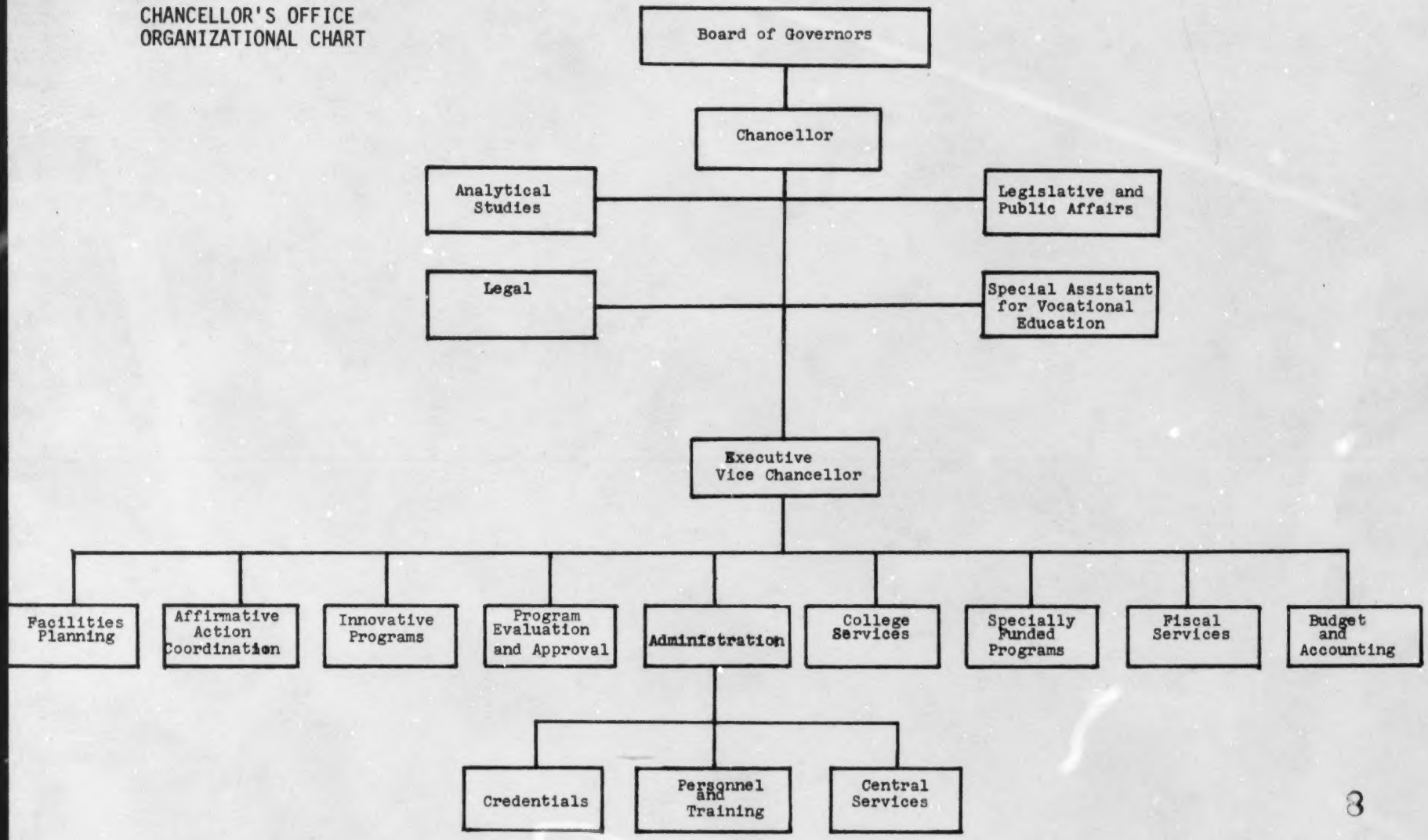
- Timely consultation with all concerned segments of California Community Colleges so that the plans and the needs of the colleges are accurately identified and articulated to state and federal-level agencies and so that state policies are effectively communicated to local districts and colleges.

THE CHANCELLOR'S OFFICE

The Chancellor's Office was established in 1968 after the Board of Governors was created to take over the administration of community colleges from the Department of Education. The Chancellor's Office is the administrative arm of the Board of Governors. It assists the Board in carrying out its statutory duties and carries out its own statutory duties as well.

The annual support program budget for the Board of Governors (Chancellor's Office) is approximately $4.5 million, of which about $2.5 million is provided from the General Fund, and the remainder from various other sources. With the exception of the Chancellor, the staff are members of the State's Civil Service. Currently, there are 125 full-time employees in the Chancellor's Office.

CHANCELLOR'S OFFICE
ORGANIZATIONAL CHART



CHANCELLOR'S OFFICE

UNIT RESPONSIBILITIES AND STAFF

Executive Office

Chancellor Gerald C. Hayward and Executive Vice Chancellor Gus Guichard are responsible for management of all duties and functions of the Chancellor's Office.

Legal Office

In the general sense, the Legal Office consults with, advises, and assists the Board of Governors, the Chancellor and the Chancellor's staff on administrative and legal problems arising in the administration of every area of their responsibilities; consults with, and advises districts in matters of statewide concern; acts as liaison officer on legal matters between the agency, the Attorney General's Office, other agencies, and the public; provides written and oral advice to, and confers with, state and other public officials and interested persons and organizations; conducts hearings; as assigned, represents the agency before legislative bodies, at legislative, both state and federal, administrative hearings and in other meetings on administrative matters; prepares, examines, reviews, interprets and approves contracts, leases and other legal documents; prepares requests to the Attorney General's Office for legal opinions and analyzes and interprets such opinions to the agency; assists the Attorney General in the preparation and trial of cases; drafts proposed legislation, rules and regulations, legal notices, orders, manuals and legal forms; reviews, analyzes and interprets legislation affecting the administration of the agency; reviews statutes and regulations applicable to community colleges to insure currency and relevancy; and gives legal advice to personnel in the agency charged with responsibility for conducting administrative hearings.

Legislative and Public Affairs

This Unit is responsible for legislative coordination with the state and federal governments; all internal analyses of proposed legislation; assistance to staff in drafting legislation; bringing legislative matters to the Board of Governors for review and consideration of positions; advocating Board and Chancellor's Office positions on legislation; developing the annual legislative package of the Board; preparing monthly reports on legislation affecting the community colleges; responding to requests from the Governor's Office and other executive offices; investigation of constituent problems; writing news releases for bill authors and Board of Governors; responding to media requests for information and assistance; and providing response to inquiries from the general public.

Analytical Studies

This unit is responsible for development of state-level planning and information systems for the community colleges, along with conducting numerous studies having major policy impact upon colleges. During 1978-79, this unit spearheaded the Community College Finance Study project. Currently, the Unit is coordinating a statewide needs assessment, developing contingency plans for the possible passage of Proposition 9, and completing a series of policy studies brought about by changes in conditions affecting California's Community Colleges.

Vocational Education

The Special Assistant to the Chancellor for Occupational Education is responsible for a broad range of occupational education activities. These activities include but are not limited to (1) representing the Chancellor on all matters pertaining to California Community College Occupational Education; (2) providing direct contact (staff) to the Joint Policy Council; (3) maintaining liaison with legislators, college officials, business representatives, other educational agencies, and federal offices to coordinate vocational education matters throughout all levels of government and industry; (4) pursuing funding for occupational education in the community college system from federal and state sources, as well as from private industry; and (5) acting as a resource to the Chancellor's Office staff by providing assistance in all occupational education matters.

Facilities Planning

The Facilities Planning Unit is the statewide link between the community college districts and the state Legislature, which supplies capital outlay money and regulates operation through the Education Code and other state statutes. The Unit plans, develops, organizes and directs long-range facilities planning for the California Community Colleges' future facilities and development needs and provides policy direction and determines priorities for facilities development and funding. The Unit has responsibility for directed studies to determine the need for construction of additional community college campuses, centers and/or off-campus facilities, space standards, inventories and utilization of physical facilities, long-range facilities needs and space management, planning, cost estimating and budgeting of major capital outlay projects. The Unit also has responsibility to provide leadership and direction to the California Community Colleges in the promotion of energy conservation and to devise ways and explore methods of energy management beneficial to the colleges served. The Unit is responsible for the implementation of Board of Governors' policy on energy management and conservation and associated codes and regulations.

Affirmative Action

The Affirmative Action Unit has responsibility for coordinating the employment affirmative action programs in the California Community Colleges, chairing the California Community Colleges Bilingual/Bicultural Education Programs Task Force, and serving as affirmative action officer for the agency.

In the employment area, technical assistance is provided to local districts upon request in developing and implementing district affirmative action programs. Efforts are focused on providing a bias-free employment procedure and overcoming the underrepresentation of ethnic minorities, women, handicapped persons, and Vietnam-era veterans.

Innovative Programs

Presently, the Innovative Programs Unit has the threefold charge of (1) administering the Fund for Innovation established under AB 1173 (Vasconcellos, 1977); (2) serving as a repository for information on innovative programs and teaching methodologies in operation in colleges throughout the country; and (3) serving as a data bank on funding sources that community colleges might contact for assistance in establishing innovative programs. Unit activities performed to carry out these three functions include:

(a) Monitoring projects through periodic telephone and site visit contacts with funded colleges;

(b) Disseminating information about project activities and project results through newsletters, conferences and annual reports; and

(c) Assisting colleges in locating sources of funding other than the Fund for Innovation for supporting proposed innovative projects.

Program Evaluation and Approval

The major responsibilities of the Program Evaluation and Approval Unit include review and approval of the comprehensive educational master plans of the colleges and monitoring and reviewing established programs and courses for compliance with law and regulation. The unit also reviews and approves proposed new educational courses and programs prior to their implementation. In addition, the unit engages in evaluation activities, primarily of occupational programs.

Other activities of the unit include approval of off-campus centers, consulting with and supervising vocational education program development and research projects, and advising and assisting colleges in the development of new educational courses and programs.

Administrative Services

Credentials

Administrative and instructional staff members in California Community Colleges are required by law to hold designated credentials. The Credentials Unit administers this program including application review, processing, and revocation and reinstatement of credentials. The unit is completely self-supported from the $20 fee collected for each application. Unit personnel spend considerable time responding to telephone and mail inquiries, in the adjudication of appeals, and in conducting workshops for district personnel.

Personnel and Training

Personnel and Training Unit staff members work with the State Personnel Board in the scheduling of examinations, recruitment of qualified people to take examinations, designation of persons to serve on oral examination panels, the securing of certified appointment lists, and the processing of appointment papers. Staff members are also responsible for accounting for and recording sick leave and vacation days, probation reports, and annual salary merit increases for those eligible. Unit staff members are further responsible for resolving employee grievances, for employee in-service training, and for agency adherence to affirmative action guidelines.

Central Services

The Central Services Unit provides word processing services for the Board agenda, memoranda, and letters; production services utilizing an offset press; equipment and supply purchasing and storage; equipment inventory; mail services; and the supervision of clerical staff, the building, telephone service, and maintenance of equipment.

College Services

The College Services Unit has responsibility for: (1) coordination, communication, and policy development with respect to all student services functions (e.g. counseling, admissions and records, student activities, etc.); (2) liaison with other postsecondary segments and CPEC with respect to student transfer issues; (3) Vocational Education field operations (e.g. applications, claims, allocations, etc.); and (4) management of community college vocational education contracts and grants. In addition, the College Services staff participates with the Fiscal Services and Program Evaluation and Approval units, the Special Assistant to the Chancellor and the Vocational Education staff of the State Department of Education with respect to all policy development in vocational education.

Specially Funded Programs

The Specially Funded Programs unit is responsible for the coordination of Financial Aid and Student Affirmative programs in California's community colleges, and for the statewide administration of Handicapped Student Programs and Services and Extended Opportunity Programs and Services (EOPS). In addition, the Unit strives to coordinate these programs with related community college activities which have as their purpose the development of educational opportunities for disadvantaged students.

Fiscal Affairs

The Fiscal Services Unit is responsible for the collection of student attendance data from the community colleges and for the apportionment of state funds. In conjunction with this function, this unit administers and interprets a standardized attendance accounting system through publication of the Student Attendance Accounting Manual. The unit also monitors proper use of state monies apportioned (currently approximately $960 million) through the resolution of Department of Finance audits of selected districts and the review and resolution of the annual independent audits conducted of the community college districts.

The unit is also responsible for maintenance of the Budget and Accounting Manual and related fiscal reports, administation of the 50 percent Law, preparation of regulations, and publication of the Fiscal Data Abstract.

Budget and Accounting

The three main activities/functions of the Budget and Accounting Office are accounting, budgeting and fiscal consultation for the California Community College's support, local assistance, capital outlay and special program budgets.

The accounting activity monitors expenditures for compliance with state regulations and policies and reports those expenditures to the appropriate control agencies.

The budgeting function includes coordinating development of the agency budget, internally with agency staff and externally through negotiations with control agencies, as well as monitoring the approved budget.

Fiscal consultation includes assisting executive and program staff in identification and resolution of problems by recommending various alternative methods of obtaining services and/or implementing new programs.

PUBLICATIONS

Many of the major publications of the Chancellor's Office are collected and processed by ERIC (Educational Resources Information Center) and are made available to the public through the ERIC Document Reproduction Services. Recent Chancellor's Office publications on ERIC are listed on the following pages.

PUBLICATIONS

ED 178 108 Increasing the Rate and Retention of Community College Transfers from Underrepresented Groups: A Report to the California Legislature.
(April 1979 38p.)

ED 179 264 Recommended Principles and Policy for the Determination of Credit and Noncredit Courses, Part I.
(December 1979 12p.)

ED 178 153 Long-Term Finance Plan: Recommendations for the 1980's.
(September 1979 84p.)

ED 178 128 Community College Grading Policies Report.
(October 1979 33p.)

ED 178 121 Basic Skills Study Report.
(October 1979 82p.)

ED 172 870 Student Financial Aid Report.
(July 1979 57p.)

ED 175 511 Community College Counseling Services in California: A Report by the Statewide Task Force on Counseling with Commentary and Recommendations Provided by Staff.
(September 1979 35p.)

ED 128 053 California Community Colleges 5-Year Plan, 1976-1981.
(155p.)

ED 169 993 Education Code Mandates of the Board of Governors and Chancellor's Office: Comments on Compliance and Recommendations for Change.
(March 1979 26p.)

ED 165 841 Costs in California Community Colleges: Summaries and Analyses.
(February 1979 55p.)

ED 169 992 Proceedings of the Allocations Task Force, Handicapped Student Services Program.
(March 1979 13p.)

ED 174 291 A Comprehensive Process for Developing Bilingual/Bicultural Occupational Educational Programs.
(April 1979 36p.)

ED 156 271 The Promise and Problems of Community Colleges in California.
(June 1978 16p.)

ED 174 281 Foster Care Development Handbook: A Guide to Educational Offerings for Foster Parents and Foster Care Workers in California Community Colleges.
(1977 119p.)

ED 172 890 Foster Care Training Project: Final Report.
(July 1979 132p.)

ED 172 880 Master Plan and Inventory of Programs for the California Community Colleges.
(Spring 1979 131p.)

ED 125 699 Occupational Programs in California Public Community Colleges, 1976-77.
(186p.)

ED 172 889 Vocational Education Operational Policies: Supplementary Information for the Implementation of the Education Amendments of 1976, Title II, Vocational Education (P.L. 94-482 and P.L. 95-40).
(June 1979 26p.)

ED 159 449 California Occupational Program Planning Guidelines for Establishing, Modifying and Terminating Occupational Programs. Handbook.
(July 1977 38p.)

ED 159 448 California Occupational Program Planning Guidelines for Establishing, Modifying and Terminating Occupational Programs. Evaluation Handbook.
(July 1978 50p.)

ED 132 995 Organization for Direction and Coordination of Occupational Education. Final Report.
(1976 100p.)

ED 174 789 Fostering Sex Fairness in Vocational Education. Final Report.
(June 1979 289p.)

ED 173 612 Choices and Challenges - A Student Guidebook about Nontraditional Career Opportunities. First Edition.
(1979 78p.)

ED 176 843 Status of Child Development Student Instruction Programs in California Community Colleges.
(1978 67p.)

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